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CHAPTER 1: INTRODUCTION

The Vaccine Management System (VACMAN), developed by the Data Management Division of the National Immunization Program (NIP) at the Centers for Disease Control and Prevention (CDC), is used by state, city, and territorial Immunization Projects. Each Project is responsible for instructing the healthcare providers within the Project area of the policies and procedures regarding vaccines ordered, vaccine funds, and reporting requirements.

VACMAN is part of the Vaccine Ordering and Distribution System (VODS). VODS is the integrated automated system used by NIP and the Immunization Projects to manage the ordering and distribution of vaccines purchased under Federal contracts with VACMAN.

The purpose of VACMAN is to assist public health agencies order, track, and record the costs of publicly funded vaccines for the Vaccines For Children (VFC) program. With VACMAN, each Project can:

- place vaccine orders electronically with CDC
- check order information and shipment status
- record vaccines shipped from the Project to a provider
- register a healthcare provider and assign a unique identifier
- determine the amount of VFC vaccine a provider can order (based on clientele)
- monitor doses administered
- maintain inventories
- produce detail and summary reports

VACMAN runs under FoxPro for Windows Version 2.6. VACMAN can be used as a stand-alone application on a desktop computer, or in a multi -user environment on a local area network (LAN). VACMAN interacts with CDC through a modem line connected to the NIP bulletin board service.

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Manual Conventions

The following conventions are used in this manual.

Important information that might affect VACMAN is shown in *italics* and starts with the pointing hand (☞) symbol**.**

Extremely important information that will affect VACMAN is shown in ALL CAPITAL LETTERS and starts with the bomb (💣) symbol.

Helpful information to use VACMAN more effectively starts with 💬.

Commands that must be entered are shown in **bold** text. Enter the commands exactly as shown (without being in bold).

Dates in report samples have the following conventions for the year:

    ww - any year previous to the current year
    xx - current year
    yy - year after the current year
    zz -two or more years after the current year

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Menu Hierarchy

VACMAN is a menu-driven application. To perform any procedures in VACMAN, move through the menu hierarchy to display the proper screen:

- **Main Menu** - shown at the top of the VACMAN Main Menu screen. Each Main Menu is a general heading describing the type of procedure performed by its screens.
- **menu** - shown in a drop box when you select a Main Menu. A screen or a secondary drop box is displayed when you select a menu. The secondary drop box further refines the type of screen.
- **item** - shown in a drop box displayed when you select a menu. A screen is displayed when you select an item.

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Help Desk and VACMAN On-Call Person

The Help Desk answers questions and assists you with problems concerning a vaccine order, placing an order, Federal vaccine contracts, and the Project's grant fund balance. To call or FAX the Help Desk, use:

    Voice: (404) 639-8228
    FAX: (404) 639-8614

The hours to call the Help Desk are Monday through Friday 8:00 AM to 4:30 PM Eastern Standard Time.

The VACMAN On-Call Person answers questions and assists you with problems dealing with the VACMAN software, such as a screen, report, or error message. To email, call, or FAX the VACMAN On-Call Person, use:

    Email: vacman@cdc.gov
    Voice: (404) 639-8303 and ask for the VACMAN On-Call Person
    FAX: (404) 639-8171

The hours to call the VACMAN On-Call Person are Monday through Friday 8:30 AM to 4:00 PM Eastern Standard Time.